



CITY OF HOUSTON

Job Posting

Applications accepted

ALL PERSONS INTERESTED

Job Classification

Chief Nurse, RN

Posting Number

PN# 109767

Department

Health & Human Services Department

Division

Bureau of Human Services

Section

Magnolia Health Center

Reporting Location

7037 Capitol

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Plans, performs, and coordinates supervisory duties in developing and evaluating nursing activities of a health clinic.

CORE FUNCTIONS

- Directs, coordinates, and manages the clinical operations in a health center. Provides direct client care as indicated.
- Supervises clinical coordinators, other nursing staff and ancillary staff in the health center and community.
- Coordinates clinical quality improvement activities, develops, implements, and evaluates corrective action plans.
- Assists in the development of policies and procedures.
- Develops cooperative relationships with community agencies.

WORKING CONDITIONS

The position occasionally requires stooping or bending, very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's of Science degree in Nursing from an accredited school or university.

MINIMUM EXPERIENCE REQUIREMENTS

- Five years of experience in nursing are required, with at least two years in a supervisory capacity. Two years of public health experience are preferred.
- A Master of Science degree in Nursing and three years of nursing experience may be substituted for the experience requirement.

MINIMUM LICENSE REQUIREMENTS

License to practice as a registered nurse in the State of Texas.
A valid Texas Driver's License in compliance with the City of Houston policy on driving (AP2-2).

PREFERENCES

- Bilingual English/Spanish oral, writing, and reading skills preferred.
- Experience with various computer software.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 25

\$1,501 - \$2,845 Biweekly \$39,026 - \$73,970 Annually

OPENING DATE

April 5, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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